

NLRB-22

System name:

Judicial Case Management System-eRoom (JCMS-eRoom)

Security classification:

None.

System location:

Records are stored on electronic media at Agency Headquarters, Office of the Executive Secretary, 1099 14th Street, NW., Washington, DC 20570. Additionally, pursuant to the Agency's flexiplace and telecommuting programs, or due to official travel, JCMS-eRoom may also be accessed from alternative worksites via the Internet, including employees' homes. All appropriate safeguards will be taken at these sites.

Categories of individuals covered by the system:

Individual Charged Parties and Respondents in unfair labor practice cases before the five-member National Labor Relations Board ("the Board"); individual Employers in representation cases before the Board; current and former Agency employees assigned to cases.

Categories of records in the system:

Summary information of unfair labor practice and representation cases before the Board (such as names of parties, case status, and Agency personnel assignments) is maintained in an electronic case tracking system, JCMS-eRoom. JCMS-eRoom also provides a collaborative electronic space where documents are contained in a structured repository. These records include the names of parties, and Agency employees assigned to the cases.

Authority for maintenance of the system:

29 U.S.C. 159, 160, 161; 44 U.S.C. 3101.

Purpose:

JCMS-eRoom is an electronic case tracking system used by the Offices of the Board (Members and their staffs, the Office of Representation Appeals, the Office of the Solicitor, and the Office of the Executive Secretary) to facilitate the accurate and timely collection, retrieval, and retention of information regarding the processing of unfair labor practice and representation cases before the Board. JCMS-eRoom is also used by Board employees to electronically collaborate on the drafting of decisions and disposition of cases. The information and activities tracked by the system may be generated by the parties' filing of briefs, motions, and other documents, or by deliberative, analytical processes undertaken by Board employees assigned to cases.

This database stores current and historical information, and is used to generate data for managing the Agency's case processing and resources. Limited information from JCMS-eRoom is imported into NLRB-21, JCMS-PCL. JCMS-eRoom may also be used to assist in evaluating Agency employees.

Routine uses of records maintained in the system, including categories of users and the purpose of such uses:

The standard routine uses applying to this system are listed in the General Prefatory Statement to this document.

Disclosure to consumer reporting agencies:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Data is maintained on electronic media.

Retrievability:

Data may be retrieved by the names of individual Charged Parties and Respondents in unfair labor practice cases before the Board; names of individual Employers in representation cases before the Board; names of current and former Agency employees assigned to cases; as well as by non-personal identifiers, such as case numbers assigned by the Agency.

Safeguards:

Access to Agency working and storage areas is restricted to Agency employees who have a need to use the information in order to perform their duties, custodial personnel, Federal Protective Service personnel, and other contractor and security personnel. All other persons are required to be escorted in Agency areas. The facilities are protected from unauthorized access during non-working hours by the Federal Protective Service or other security personnel. Those Agency Headquarters employees who telecommute and may access JCMS-eRoom from alternative worksites are instructed as to keeping such information in a secure manner.

Electronic system-based access controls are in place to prevent data misuse. Access to electronic information is controlled by administrators who determine users' authorized access based on each user's office and position within the office. Access criteria, procedures, controls, and responsibilities are documented and consistent with the policies stated in a memorandum titled "NLRB Access Control Standards, Password Management," and dated January 23, 2002. All network users are also warned at the time of each network login that the system is for use by authorized users only, and that unauthorized or improper use is a violation of law.

Retention and disposal:

JCMS-eRoom information will be retained and disposed of in accordance with appropriate Agency schedules that will be submitted to the National Archives and Records Administration (NARA) for its approval.

System manager and address:

Executive Secretary, National Labor Relations Board, Room 11600, 1099 14th Street, NW., Washington, DC 20570-0001.

Notification procedures:

An individual may inquire as to whether this system contains a record pertaining to such individual by directing a request to the System Manager in accordance with the procedures set forth in 29 CFR 102.117a(a) (as newly designated in accompanying proposed amended regulations).

Records access procedure:

An individual seeking to gain access to records in this system pertaining to such individual should contact the System Manager in accordance with the procedures set forth in 29 C.F.R. 102.117a(b) and (c) (as newly designated in accompanying proposed amended regulations).

Contesting record procedure:

An individual may request amendment of a record in this system pertaining to such individual by directing a request to the System Manager in accordance with the procedures set forth in 29 CFR 102.117a(d) (as newly designated in accompanying proposed amended regulations).

Records source categories:

Record source categories include parties in unfair labor practice and representation cases; party representatives; witnesses in Board proceedings; and individual Agency employees.

Record source categories also include documents relating to the processing of unfair labor practice or representation cases by the Board, such as unfair labor practice charges and complaints, representation petitions, administrative law judge determinations, Board decisions, and decisions from United States courts of appeal.

Exemptions claimed for the system:

None.